

Microsoft Word

The Basics Plus a Little More!



Presenters: Becky Wenner and Susan Lojewski
ESM School District
October 25th, 26th, and November 8th
4:00-6:00 p.m.

***Materials compiled from BOCES and other online resources**

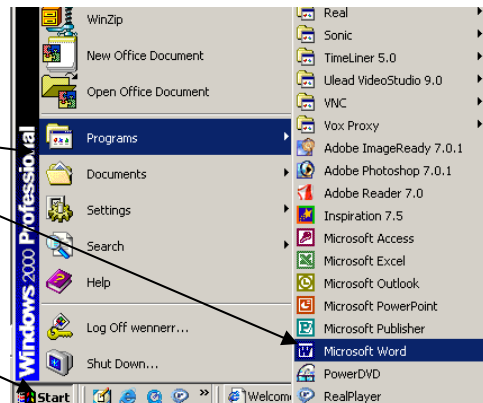
OPENING A DOCUMENT

When working at school, it is recommended to always open the program (Word) first before opening an existing document.

You can open Word from your desktop by hitting the **Word icon**

or

By choosing Word from under your **start/program menu option**

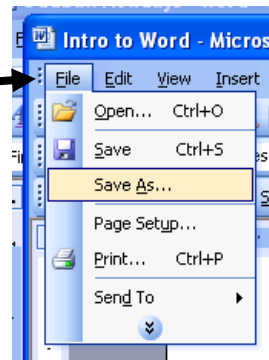


SAVING A DOCUMENTS

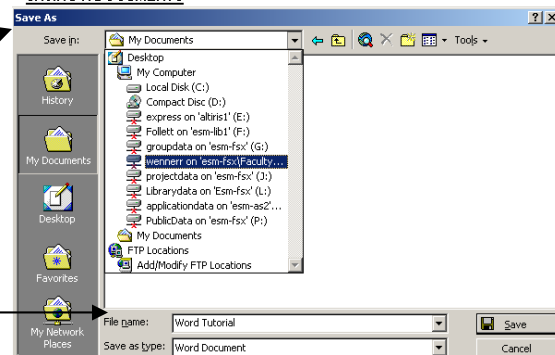
Documents should **ALWAYS** be saved in your personal network space (H Drive). You should never save to My Documents – this is not your network account. This is only a folder on the C Drive of the computer you are working on at that time. Should your hard drive fail and need to be replaced, all your documents will be lost unless you have a back up copy!!

SAVING A DOCUMENT FOR THE 1ST TIME

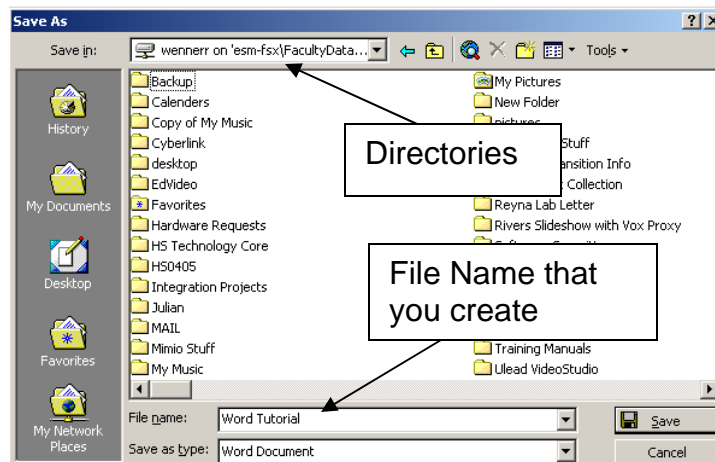
1. To save, go to the **File** toolbar on the main menu. Click on the **Save As** option.



2. When the **Save As** window opens, click the dropdown button and select the folder labeled with your last name, first initial (H Drive).
3. Type in a name in the **File Name** window, and then click **Save**.



This is the “Save As” dialog Box. There is an important difference between “Save” and “Save As”.



Save: The save command will replace whatever is in the file currently. This is handy if you are saving as you go.

Save As: The save as command will allow you to rename the document. You will choose “Save As” basically any time you would like to name a document, making a brand new file.

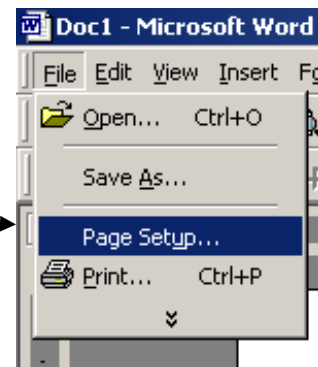
HINT: If you forgot where you accidentally without pull-down menu, and same dialog box with go into “My Computer”



saved the document or you hit save finding the directory first, click on the File then click on Save As and you will get the the last place a file was saved. You can then to move, delete, or rename the other files.

PAGE SET UP

It is always a good idea before you start to type, to format your page. Formatting options include setting your margins, page orientation (portrait/landscape), paper size, etc. To access the page-formatting window, select **File** from the menu bar and then select **Page Setup...**



Margins

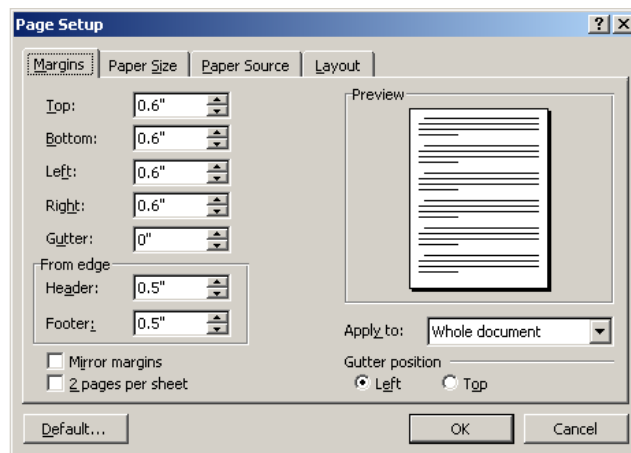
By default your new documents are set with the margins you see below. You can change this at any time. This is especially helpful if you want to fit more on the page by decreasing the margins.

Top: 1"

Bottom: 1"

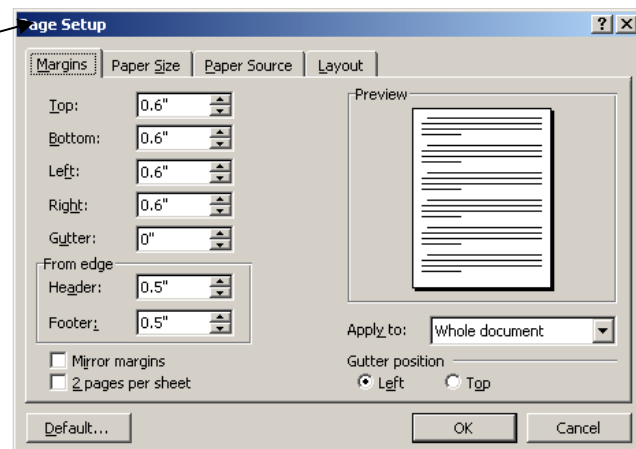
Left: 1.25"

Right: 1.25"



To change your margins follow these steps:

1. Click on the **Margins** tab from the Page Setup window.
2. Type in the numbers you want for your margins or use the up and down arrows.
3. Click OK

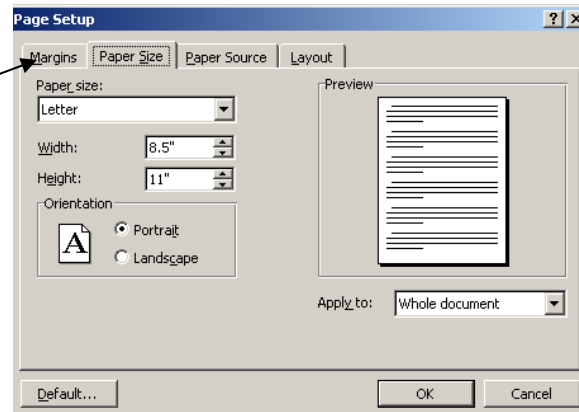


Page Orientation (Landscape or Portrait)

You can change your page orientation quickly in Word. Some documents you may want your paper to be in a landscape (horizontal) mode while others you would like to use portrait. Portrait is the default for new documents.

To change your layout, follow these steps:

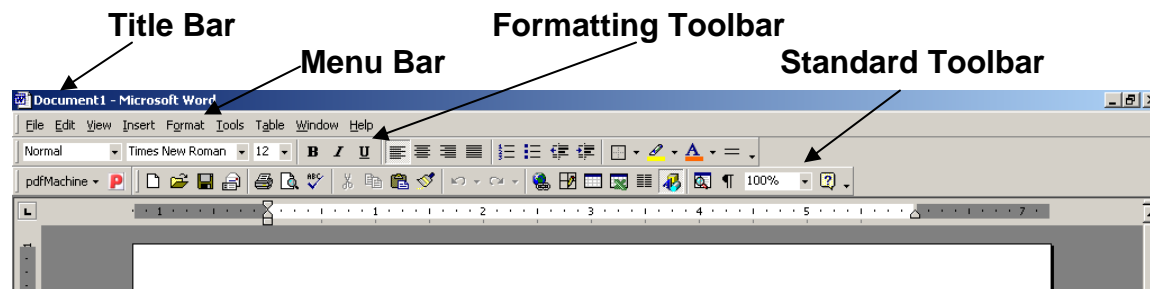
1. Click on the **Paper Size** tab from the Page Setup window.
2. Choose either landscape or portrait in the **Orientation** box.
3. Click on OK.



WORKING WITH TOOLBARS

There are four toolbars that exist as a default in nearly all of the Microsoft Office Suite programs:

- Title Bar:** Shows the program and document name
- Menu Bar:** Pull-down menus with functions for the program.
- Standard Toolbar:** Icons for basic functions such as print, save, open, etc.
- Formatting Toolbar:** Allows you to change font, point size, justification, etc.

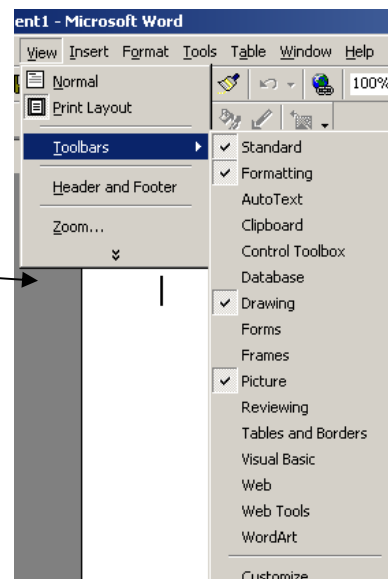


Displaying Toolbars

From time to time you may find that your toolbars have disappeared or you are on a computer whose default settings are different than one you normally work on and it does not open with the formatting toolbar, drawing toolbar, picture toolbar, etc. It is important to know how to get these toolbars to display.

Follow the steps below to display toolbars:

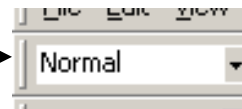
1. From the menu bar at the top, click on **View**.
2. Slide down to **Toolbars** (wait for the options window to appear).
3. Check mark all the toolbars that you want open.
4. Once the toolbars appear on your screen, you can drag them to the location of your choice (top, bottom, side).



TO MOVE THE TOOLBARS

The four toolbars may be arranged differently than shown above. You may see the standard and formatting toolbars set next to each other instead of one set on top of the other. If you would like to move a toolbar:

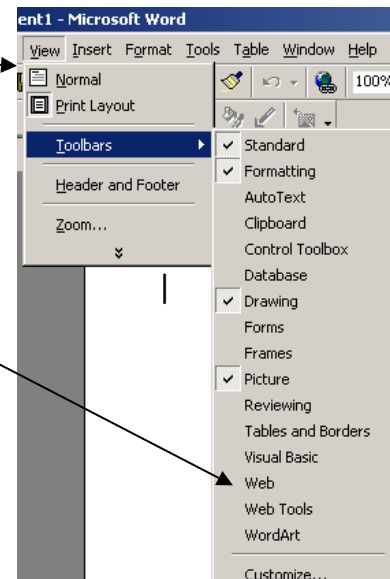
1. Click on the **vertical line** at the far left end of the toolbar.
2. Hold down the mouse and drag it to the desired location
3. Toolbars can be along the top, bottom, or on either side of the page.



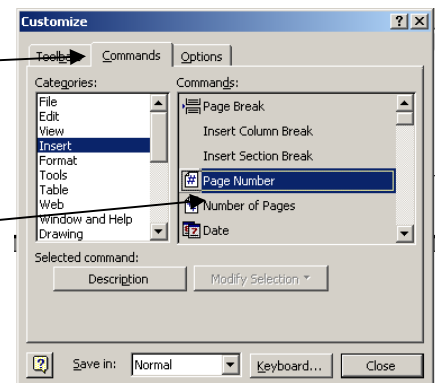
Customizing Your Toolbars

Customizing your toolbar means designing it to include shortcut buttons of commands you frequently use.

1. From the menu bar at the top, click on **View**.
2. Slide down to **Toolbars** (wait for the options window to appear).
3. Click **Customize** at the bottom



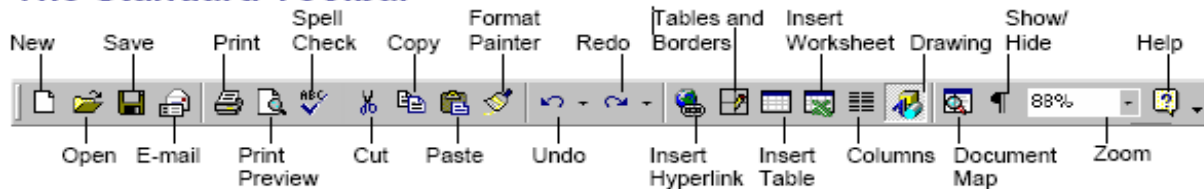
4. When the Customize window opens, click on the **Commands** tab.
5. Scroll through the categories looking for one that would contain the command you want to add to your toolbars.
6. Click on the categories on the left to display the **commands on the right**.
7. Once you find the command you want to add, click with mouse, hold, and drag it to the appropriate toolbar.
8. Click Close when finished.



THE STANDARD TOOLBAR

When working with Word, you should become familiar with the basic toolbar. Below is a guide for the most common toolbars used. Keep this handy, although you may find that you only use a few shortcut commands.

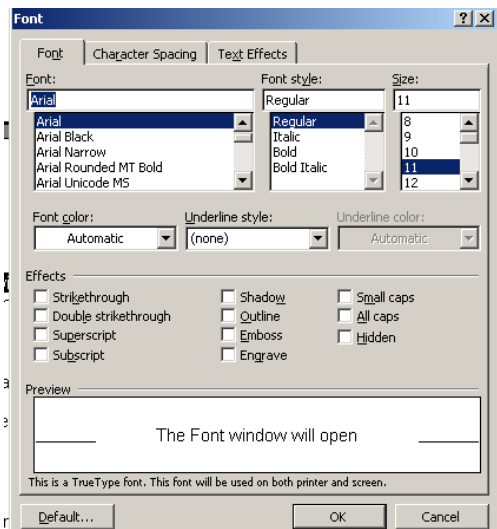
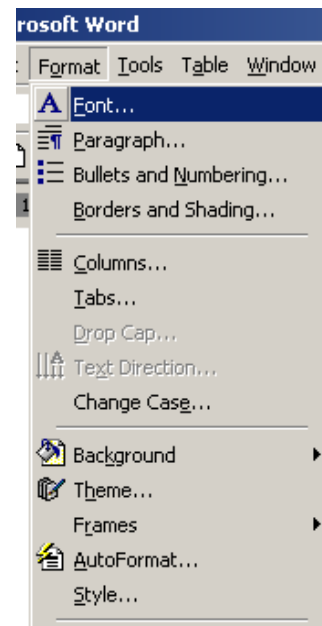
The Standard Toolbar



The ones to learn are the **Open, Save, Spell Check, Cut, Copy, Paste, Undo** and the **Zoom** – which we will go over.

FORMATING YOUR TEXT (FONT, SIZE, COLOR, EFFECTS)

To change the appearance of your text, highlight the text you want to change and then select **Format** from your menu bar at the top and click on **Font**.



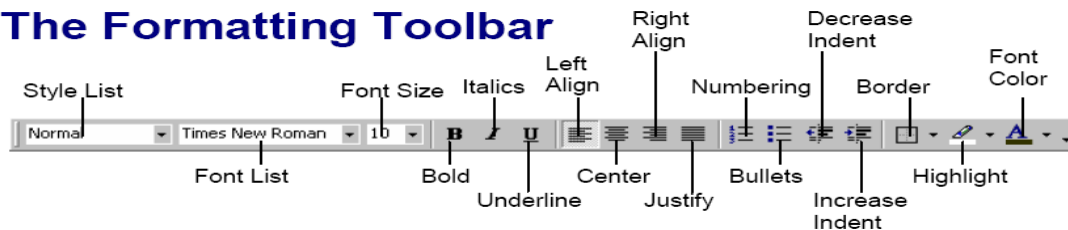
The Font window will open. From here you can adjust the type of font, the size, whether it is underlined, bolded, has a different color, etc.

The nice part is that you can see all of the changes you are making.

When done, hit **Ok**.

OR you can use the formatting toolbar, which will do all of the same things that the font window will do.

The Formatting Toolbar



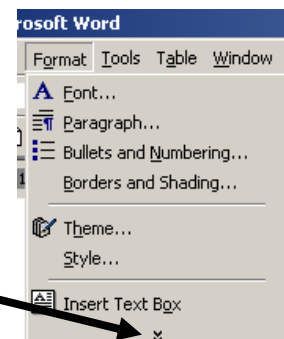
Some commands you can do with the Control keys:

1. Bold- Control +B
2. Underline- Control +U
3. Italic- Control + I

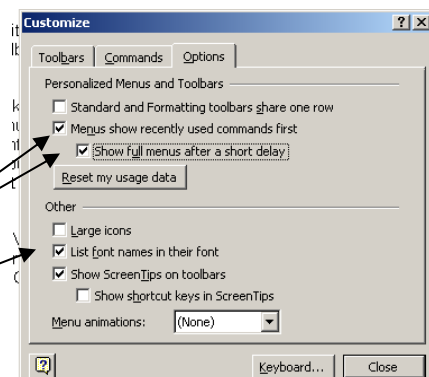
ADDITIONAL CUSTOMIZING FEATURES

There are additional options and features that you can set up to fit your personal needs under the Toolbar Customize Window. Below are a few examples:

When you click on a Menu bar option, you are provided with a pull-down menu with options to choose from. However, a lot of times the entire menu is not displayed unless you hit the double arrow button (which will then open the remainder of the menu). To set it up so the whole menu is displayed, do the following:



1. Select View from the menu bar, and then slide down to Toolbars.
2. Select Customize.
3. When the Customize window opens, click on the Options tab.
4. Deselect the 1st Option (Standard and Formatting toolbars share one row).
5. Put a check mark in the next two boxes.
6. Click Close when done.



Check out the “Other” features

- List Font Names in their font
- Show Screen Tips
- Show shortcut keys in ScreenTips

WORDART

Great for Titles

WordArt is an easy tool to use to jazz up any document. It is great for titles, added features, or any word you want to emphasize.

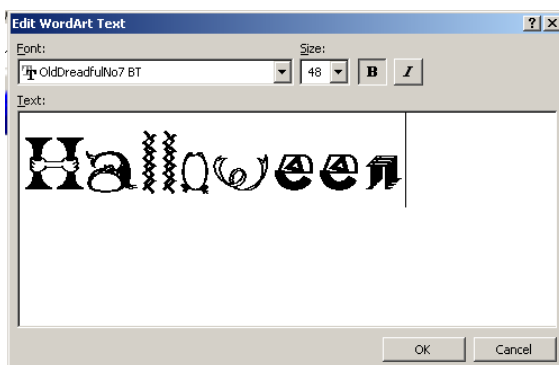
The **WordArt shortcut button** is part of the **drawing toolbar**.



You may need to customize your toolbars to display the drawing toolbar (see above).



1. Click on the WordArt Shortcut Button
2. When the WordArt dialog box opens, select the design you want to use.
3. Click OK.



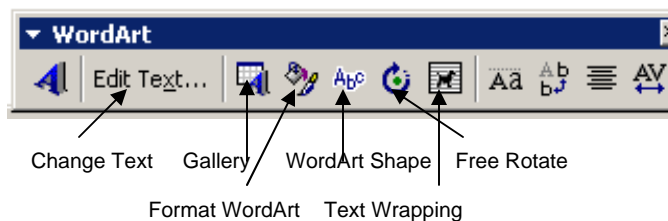
4. When the **Edit WordArt Text** dialog box opens, type in your text.
5. Format your font using the available formatting options (font choice, bold, size, etc.).
6. Click OK

7. Your WordArt will appear on your document.



8. Click on the word, and the WordArt toolbar should open.

9. You may now use the shortcut buttons on the toolbar to change text, color, rotate, etc



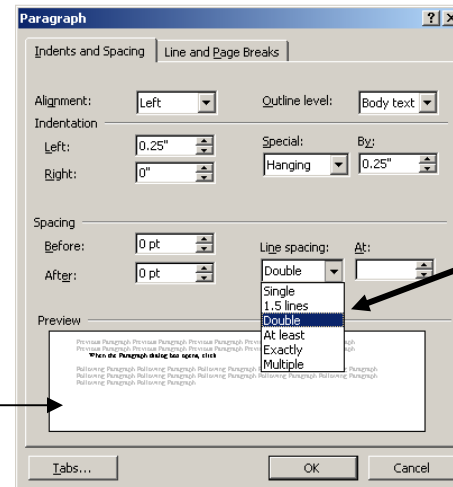
FORMATTING PARAGRAPH

Indents and Spacing

Double spacing is often preferred by teachers to provide an easier read, or to allow room for comments and notations between sentences. Documents can be typed in single space, but later changed to double by using the Paragraph Formatting

1. Highlight the text you want to double space.
2. Click on **Format** from the menu bar, and then click **Paragraph**.
3. When the Paragraph dialog box opens, click the **Line Spacing** drop down menu and choose double.
4. Again, you will get to see what you change in the Preview window at the bottom.
5. Hit **OK**

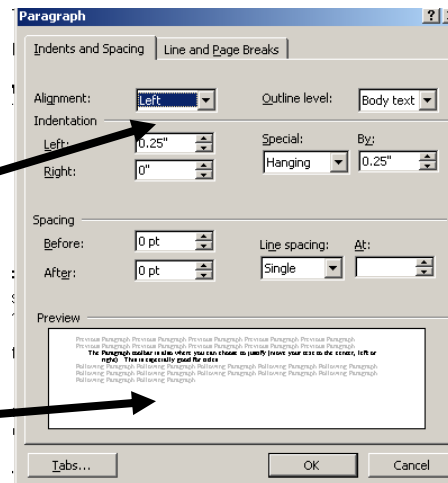
Again you will see the changes you are making in the preview window



Justifying

1. The **Paragraph** toolbar is also where you can choose to justify (move your text to the center, left or right). This is especially good for titles.
2. Again, go to the **Format toolbar > Paragraph**. Click on the **Alignment** drop down.
3. Choose the alignment style (center, left, right)
4. Then hit **OK**.

Again, you can see your text change in the Preview window at the bottom.

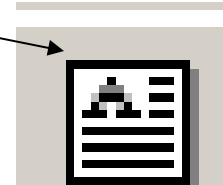
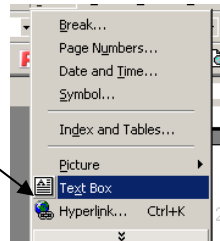


WORKING WITH TEXT BOXES

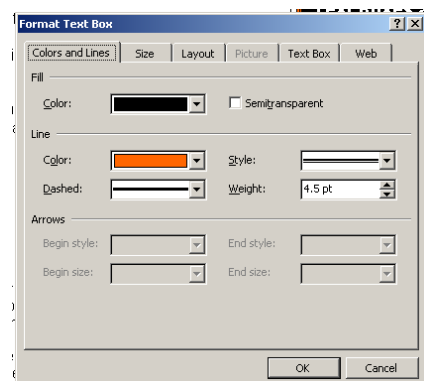
Text boxes are an easy way to insert text in any location on your page. Text boxes can be displayed with or without a border. You can enhance a text box by changing the depth of the border, the color; and you can fill the text box with color, etc.



1. You can insert a textbox by clicking on the **shortcut button**, which is part of the drawing toolbar or by clicking Insert, and then Text Box from the Menu Bar.



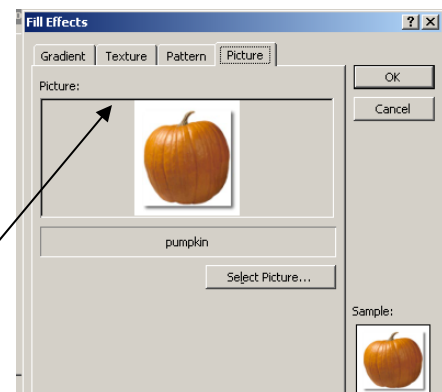
2. Click or drag in your document where you want to insert the text box.
3. Type your text in the box. Format your text just like you would with any other text (use the formatting toolbar or select the Format/Font option from the menu bar as described above).
4. Use the drawing toolbar or the **Format/Text Box** option from the menu bar to enhance the appearance of the text box (*Note: you must have the text box selected in order to have the Text Box option appear in the Format Drop Down Menu*).



Cool Effect: Fill your text box with two colors, textures, patterns, or pictures!!



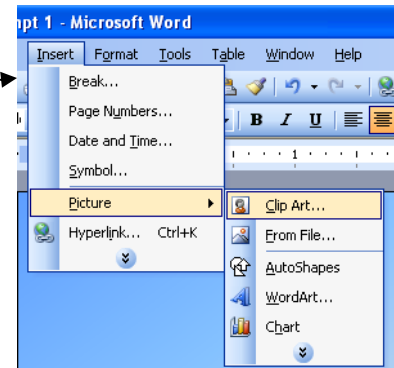
1. Select your Text Box.
2. Select Format/Text Box from Menu Bar.
3. Click the Color and Lines Tab.
4. Click the drop down menu in the Fill/Color box, and choose – Fill Effect
5. When the **Fill Effects** window opens – choose one of the tabs to view and insert available effects.



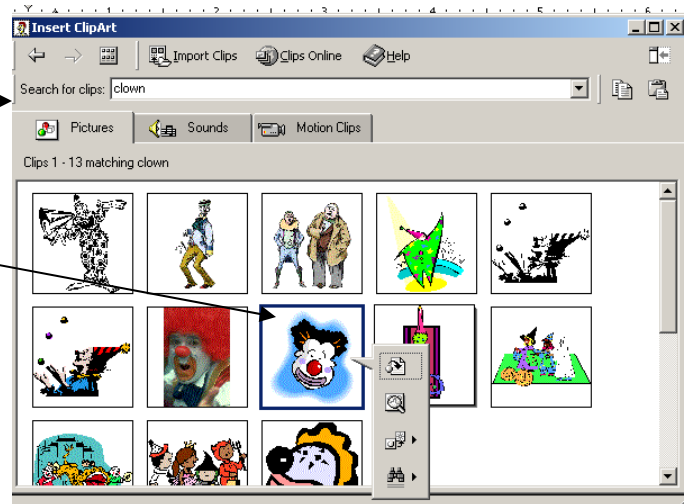
INSERTING PICTURES

ClipArt

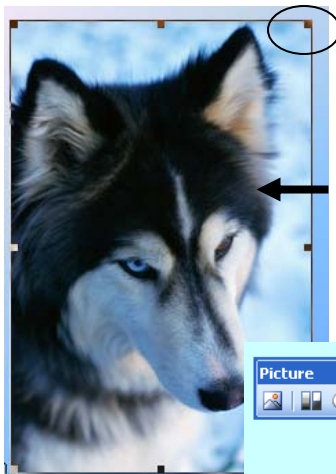
1. Go up to **Insert > Picture > Clip Art**.



2. Type in the name of the object you want to search for in the Search for clips window, and then hit **Enter** on your keyboard.



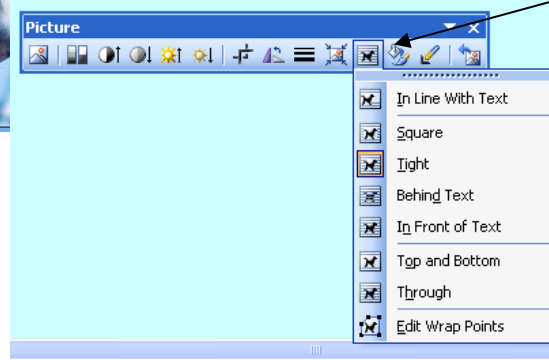
3. Once you have selected your image to use, simply click on it and select the **Insert** option in the pop up menu. (or right click on the image and choose insert).



4. Your picture will come in with black boxes on it, which means you can't move it around very easily.

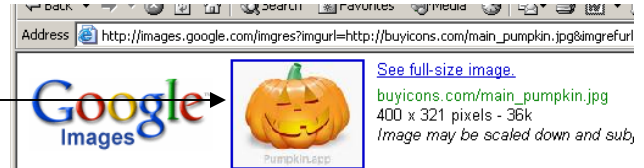
5. To make it easier to move, click on the picture and the picture toolbar should appear.

6. Click on the fourth icon from the right (looks like a dog) and when the drop down menu appears, select **Tight**. This will mean you can move your picture anywhere on the page.

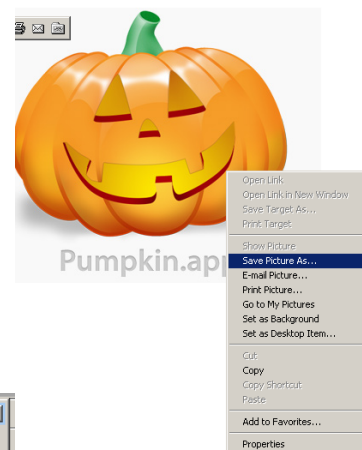


Adding Pictures from the Internet

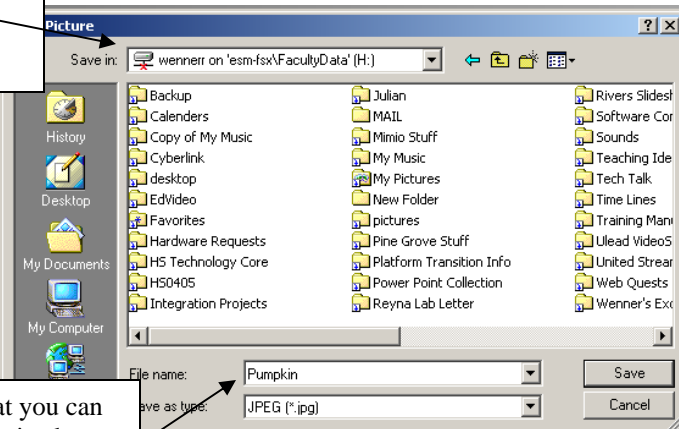
1. To capture a picture from the Internet, you will want to go to Goggle Images or Pics4learning.com and type in what it is you are looking for.
2. When you find the image you want, click on it so it will take you to the webpage that the image is taken from.
3. At the top you should see the image with the words **"see full size image"**. Click the link so the image enlarges.



4. Right click your mouse, onto the image, where a menu of options will appear. You will want to choose **Save Picture As...**
5. When the Save Picture Window opens, select your network account from the drop down menu, give the picture a name, and hit the Save button.

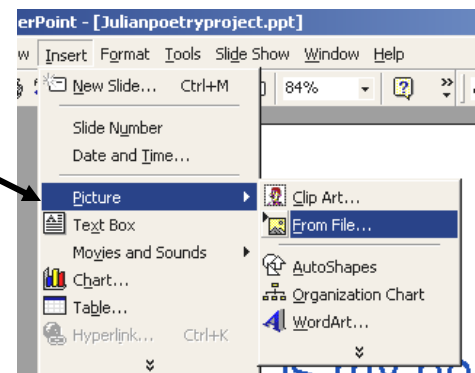


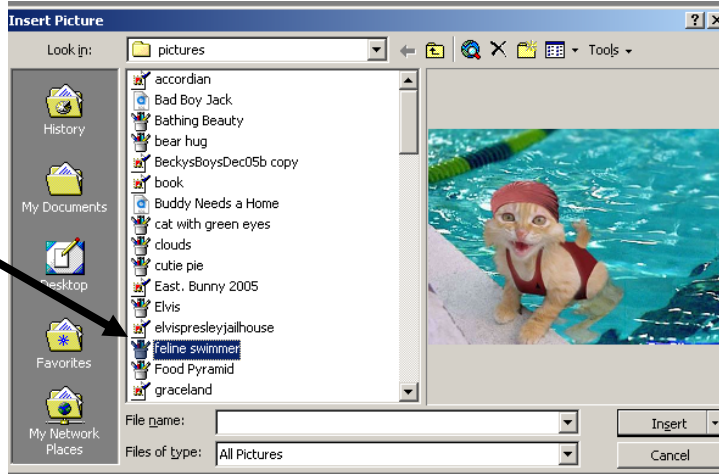
Change to you
network account



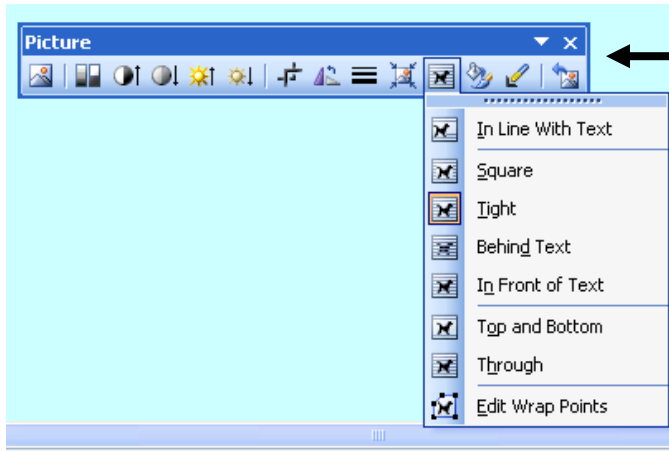
Type in a name that you can
remember or recognized to
later find the picture

To insert it onto your paper, you will need to go to the toolbar at the top and select the **Insert** menu. Then go to **Picture** and then **From File**.





Select your image by clicking on it and then hit **Insert**.



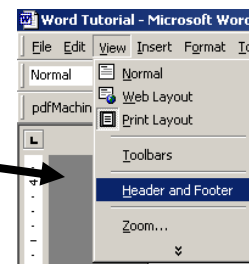
Again you will have to make it easier to move by clicking on the picture and the picture toolbar will appear. Click on the fourth icon from the right (looks like a dog) and when the drop down menu appears, select **Tight**. This will mean you can move your picture anywhere on the page.

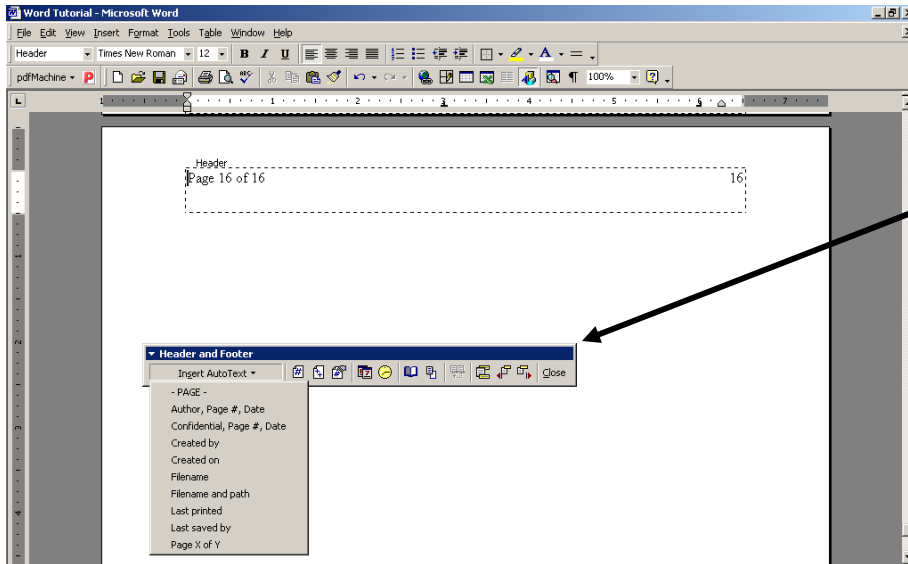
HEADERS AND FOOTERS

Headers and footers are a very easy way to include referencing information on one or all of the pages of your document. Microsoft Word provides AutoText that can quickly be inserted, or you can type your own text to be used as either a header or footer.

To insert a header or a footer:

1. Click on **View** from the menu bar, and then click **Header and Footer**.





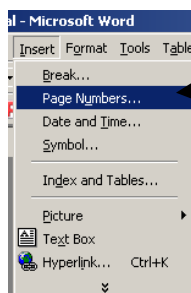
5. The **Header and Footer Toolbar** will open.
6. You will see a Header textbox at the top of the page. Enter text or graphics in the header area. Or click a button on the Header and Footer toolbar.

7. To add AutoText, click the **Insert Auto Text** button and choose one of the available features.
8. To create a footer, click the **Switch between Header and Footer** button to move to the footer area.
9. Repeat Step 6 above.
10. When you finish, click **Close**.

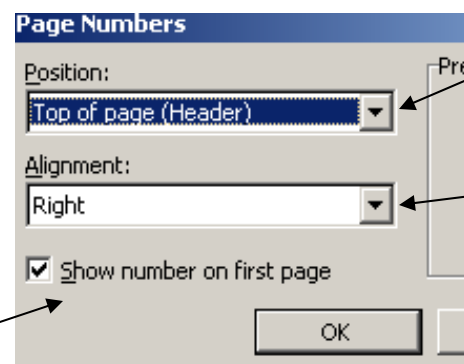


INSERTING PAGE NUMBERS

Microsoft Word provides two ways of inserting page numbers. You can insert them as a header or a footer as described above, or you can insert them using the Page Number command on the Insert menu. Use this method if you **ONLY** want to add page numbers in the header or footer area.



2. When the Page Numbers dialog box opens, select a position and an alignment choice from the two drop down menus.
2. If you do not want the page numbering to start on the first page, deselect the **Show number on first page** option.



3. Click OK.

Bullets and Numbering

You can add bullets and numbering easily in Word. You can also choose the type of bullets you want as well as the numbering style for outlining.

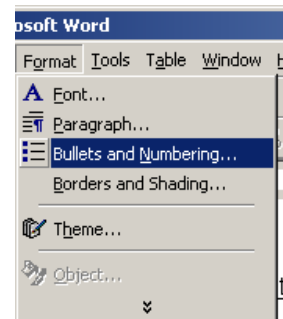
To add bullets follow these steps:

1. Click on the bullets button on the Standard toolbar.
2. Your bullets will appear.
3. Each time you hit enter a new bullet will appear.
4. When you are done using your bullets, click on the bullet button again to turn it off or you can hit two enters and then backspace and start typing and you will no longer have bullets.

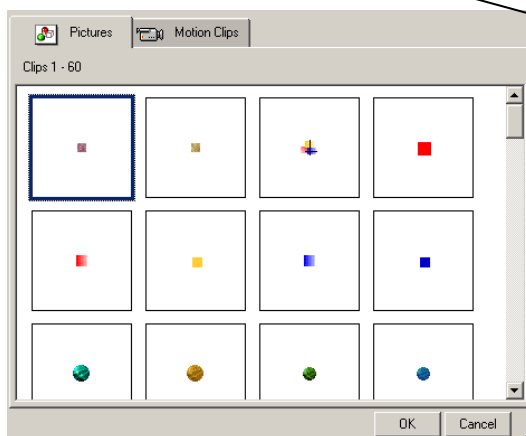
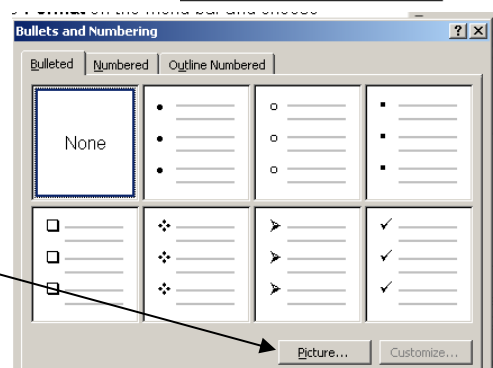


To change your type of bullet follow these steps:

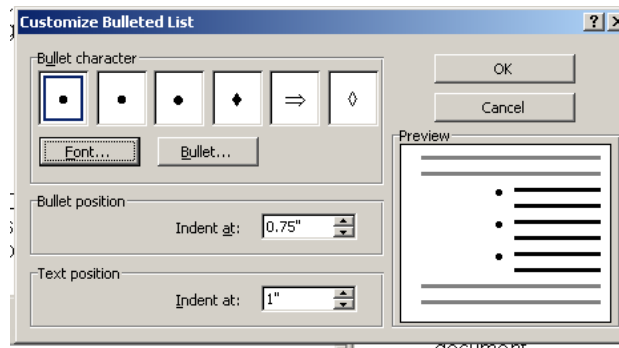
1. Select your bulleted list.
2. Go to **Format** on the menu bar and choose **Bullets and Numbering**.




3. Choose the type of bullets from the list or click on Customize and then click on Bullet. If you click on picture then you can choose some graphic images that can be used as well.





4. Choose a font like Wing Dings or Monotype sort and pick the image that you want to use by clicking on it.
5. Click OK and OK again. Your new bullet will be inserted in your document.



To add numbering follow these steps:

1. You can either use the automated feature and type number "1"., then a space and a word and hit enter it will automatically begin numbering.
2. Or you can click on the **Numbering button**  on the Standard toolbar.
3. When you are done using the numbering scheme you can either click on the numbering button to turn it off or hit enter twice and then backspace.

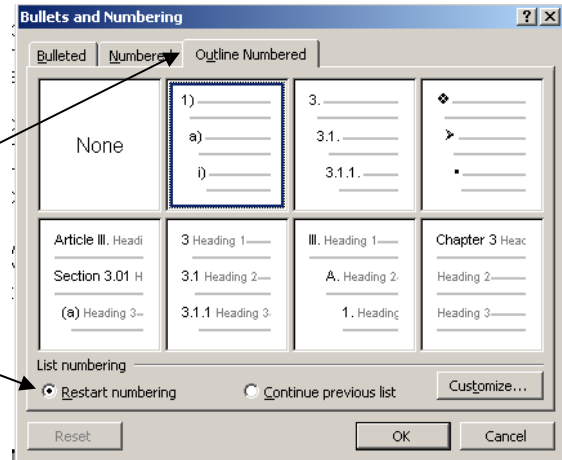
Changing The Numbering For Outlining

1. Select the numbering list you want to change.
2. Go to Format on the menu bar and choose Bullets and Numbering.
3. You can choose from the Numbered tab or click on Outline Numbered.
4. Click on the format you want to use.
5. Click on OK.
6. When typing and you want to indent to the next level click on the increase indent button from the Standard  toolbar.
7. When you want to come back out a level click on the decrease indent  button from the Standard toolbar.

Numbers Don't Start Over

Suppose you have made one numbered list in your document, containing items one through eight. You then make another numbered list later in the document, but Word inserts a “nine” for the first item number. To correct this, complete the following steps:

1. Place the insertion cursor inside the first item of the second list
2. Open the **Bullets and Numbering** dialog box from the Format Menu options.
3. Choose the **Outlined Numbered** tab, and at the bottom select the option **Restart numbering**



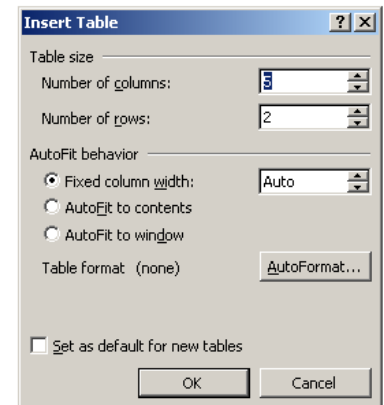
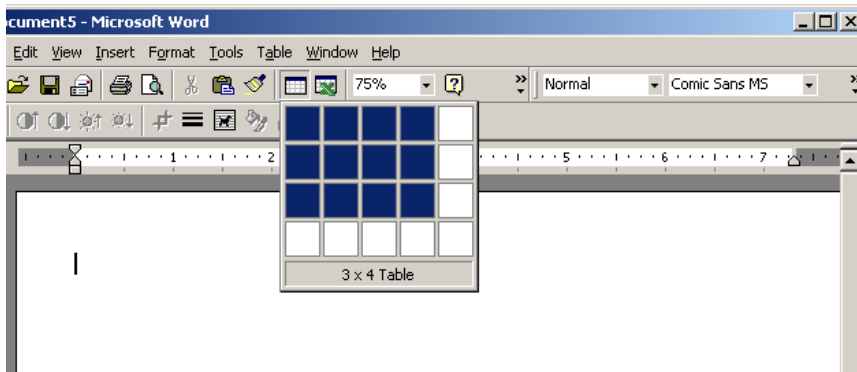
Numbers Do Start Over

You included a numbered list in your document and after the third item you inserted a picture, with a carriage return above and below it. When you resume the list below the picture, the item numbers start over again with “one.” Once again, place the insertion cursor inside the first numbered item after the picture, open the Bullets and Numbering dialog box, choose the Numbered tab, and at the bottom select the option Continue previous list. So now you can start your own list.

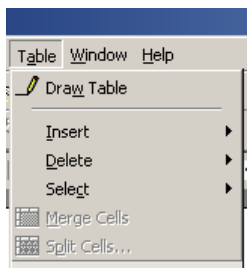
Tables

Tables can help you organize information quickly and create interesting and improved page layouts. A table's function is to convey in as few words as possible the important points your readers are looking for. Often it is easier to generate a document in table and then remove the gridlines than create a document using tabs and columns. Tables can help you arrange your thoughts and data in ways that make sense to the people you're trying to teach or reach.

In the **Standard** toolbar, click **Insert Table**. A grid will appear. Next, just highlight the number of columns and rows you want. For example, if you want a three-by-three table, highlight a segment of the grid that is three squares deep and three squares wide. The table is inserted at the cursor position in your document.



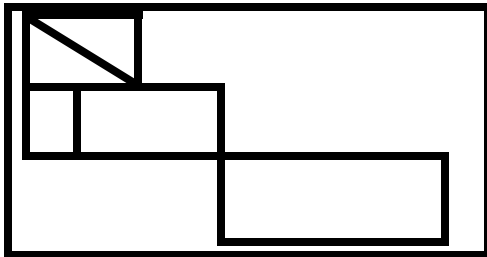
Another option is in the **Table** menu click **Draw Table** to display the **Tables and Borders** toolbar. You can then use either the **Draw Table** or **Insert Tables** options to create the basic table, and then spruce it up with all the various table features available.



1. Click where you want to create a table.
2. From the Table menu choose Insert, and slide right to Table.
3. Under Table size, select the number of columns and rows.
4. Optional: Under AutoFit behavior, choose options to adjust table size.
5. Optional: To use a built-in table format, click AutoFormat.
6. Select the options you want.
7. Click OK.

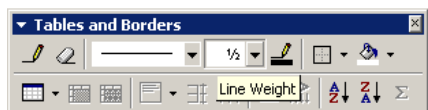
Word positions the insertion point in the first cell of the table. You can immediately type text in the table.

Draw A Table

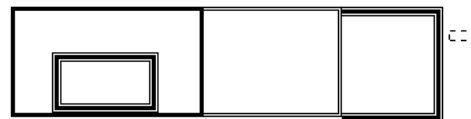


Enter your information into the table

You've created a table, now you need to enter the data. Click in the top square (this is called a *cell* in table talk), type your information, and press the TAB key to move to the next cell. Remember that you don't have to



type your
data if you
have it
saved
elsewhere



select it, copy it, and paste it into your table.



If you want to remove the borders of the cells in the nested table, select the table and click the **Border** tool arrow. Choose **No Border** and the table borders are removed. (While you are working in Word, you will see gray grid lines indicating the table cells, but when you print the file no grid will appear.)

Suppose you have columns headings that just *can't* be shortened. You can turn the headings to run vertically on the page, which allows you to keep your columns narrow and still display the entire heading.

Here's how to do it:

Testing/ Year	Brand name graphics cards	Generic graphics cards	Brand name sound cards	Generic sound cards
1998	12%	67%	13%	58%
1999	18%	65%	18%	60%
2000	25%	62%	28%	55%
2001	32%	50%	40%	51%

- Create your table as normal.
- Select the row containing the column headings.
- In the **Format** menu, click **Text Direction**. In the **Text Direction** dialog box, choose the example showing the format you want to use.
- Click **OK**. The column headings are changed according to your selection. Now you can drag the column

separators to make the columns smaller so the table takes up less space on your page.

Tables are as much a design element as any image you put on your document page. A table gives readers information quickly and can also break up long pages of text to give the reader's eye a rest

Completely Deleting a Table

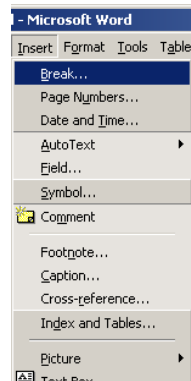
How many times have you selected a table and tried to delete it by pressing DELETE, only to find the data erased and the shell of the table sitting there staring at you? There's an easy way to get rid of a table you no longer need. Select the table, right-click, and click **Cut**. The table is whisked away to the Clipboard. But if you want to do the delete by the book, select the table in the **Table** menu, point to **Delete** and click **Table**.

Experiment with different table effects to see what works best in your document and for the types of data you need to display. Remember that ultimately you want to make your information as easy to understand as possible. The more clearly you can make your point, the faster everyone understands and agrees with you.

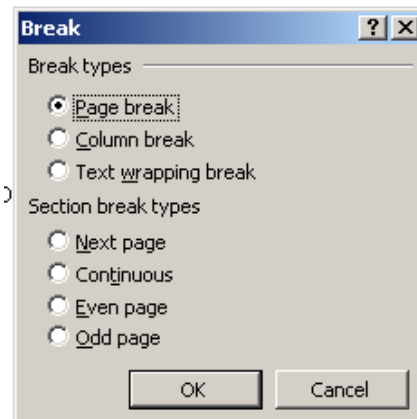
Page Breaks

Simple, Simple, Simple

1. Choose **Break** from the Insert menu.



2. When the Break dialogue box opens, choose the type of break and click OK.



FORMAT PAINTER



The format painter allows you to quickly copy the formatting from one set of text to another. For example, you have a document with subheadings that you want to all look the same. Yes, you could highlight the heading and then format like normal. However, the Format Painter does it for you in one click.

1. Highlight the word(s) that is set up with the format you want to copy.
2. Click the **Format Painter** tool from the Standard Toolbar.
3. Your cursor/pointer will turn to a paintbrush. Put the paintbrush in front of the text you want to format and click. The text will take on the format of the text you previously highlighted.